

Quarterly Update Report

Title: Corporate Services 3rd Quarter Report

Report Number: Corporate Services Quarterly Report-2026-05

Meeting Date: Wednesday, October 14, 2026

Financial Services & IT:

- 1) **Financial Reporting:** The Municipality has been recognized by the Ministry of Municipal Affairs and Housing with a 2025 Financial Information Return (FIR) Recognition Award. Kincardine was one of only 20 municipalities in Ontario to receive this [award](#), which recognizes excellence in the timely and accurate submission of municipal financial information. This achievement reflects the dedication of Finance staff and the Municipality's continued commitment to sound financial management, transparency, and accountability.
- 2) **Information Technology Services:** Municipal IT staff and the Director of Corporate Services have continued to work closely with Pathway Communications during the transition to managed IT services. While the firewall replacement and VPN migration caused some temporary service disruptions, these upgrades were necessary to strengthen cybersecurity and support the transition.

Current efforts are focused on finalizing service delivery processes, approval authorities, site contacts, asset management procedures, and knowledge base documentation to improve service responsiveness and establish Pathway as the Municipality's single point of contact for IT support.

- 3) **Water Meter Implementation:** The water meter replacement program is approximately 93% complete, with 82 installation appointments scheduled for October. Property owners who have not yet replaced their water meter are now being charged penalties in accordance with the Municipality's Rates and Fees By-law. If all scheduled appointments proceed as planned, only approximately 87 meters will remain outstanding. This excludes an additional 172 meters that have been identified as requiring further review or alternative installation solutions due to site-specific feasibility or operational constraints. The program supports the Municipality's transition to remote meter reading technology, improving operational efficiency and customer service.
- 4) **Asset Management:** Work is continuing on the Municipality's Asset Management Plan update. A public survey on service levels closed on September 18, 2026, and

gathered community input on municipal infrastructure priorities. The Municipality's consultant is reviewing the results while continuing to validate asset data and refine lifecycle and financial projections that will support the updated Asset Management Plan.

- 5) Procurement and Legislative Compliance:** The Province has issued correspondence to municipalities reinforcing expectations for compliance with Ontario's Buy Ontario procurement requirements and encouraging municipalities to maximize the use of Ontario and Canadian goods and services wherever possible. The Province has advised that non-compliance with Buy Ontario requirements could have implications for provincial funding and other consequences under the Buy Ontario Act.

The Municipality reviewed and updated its procurement practices earlier this year following the introduction of the Buy Ontario requirements and will continue to monitor procurement activities to ensure ongoing compliance with provincial legislation and directives

- 6) Review of Municipal Cellphone Plans:** Municipal staff completed a review of all municipal cellphone plans to identify cost-saving opportunities. The review resulted in annual savings of approximately \$20,000, representing a 25% reduction in annual cellphone costs while maintaining service levels.
- 7) 2027 Budget:** The development of the draft 2027 budget is well underway in accordance with the budget timetable approved by Council. Departmental operating budget submissions are due October 2, 2026, and meetings have been scheduled with the Mayor and Management Team to review preliminary budget estimates. Council received the 2027 Budget Report on September 23, 2026, which outlined the preliminary budget pressures and assumptions expected to impact the 2027 budget. Council has also approved the 2027 Consolidated Rates and Fees By-law, which will be used to support revenue projections during budget preparation.

The Mayor is expected to receive the draft 2027 Budget on December 11, 2026, followed by Council's review and consideration of the budget in January and February 2027, subject to any adjustments required following the 2026 municipal election.

Human Resources:

- 1) Recruitment & Selection:** The Municipality completed the recruitment and selection process for 6 positions in Q3 which included full-time, part-time, and contract positions. This consisted of creating job postings and reviewing candidates, scheduling interviews, creating interview guides, conducting interviews, creating job offers and completing the onboarding and corporate orientation process.

The Municipality of Kincardine facilitated the successful orientation and on-boarding process for our new Chief Administrative Officer (CAO), Alan Smith, in July 2026.

The Municipality of Kincardine also hosted two (2) Volunteer Firefighter Open Houses at Station 11 and Station 12 to provide an opportunity for interested individuals to learn about the Kincardine Fire & Emergency Service department and the recruitment and selection process.

- 2) **Health & Safety:** The Municipality continues to value our Health & Safety Program and addresses incident reports, workplace inspection results, any worker concerns, updated procedures, or legislation changes as necessary. Safety Talks continue to be sent to staff on a regular basis to provide information and resources about hazards at home or at work.
- 3) **OMERS Visit:** Executives from the Ontario Municipal Employees Retirement System (OMERS) visited the Municipality of Kincardine for a site visit in July 2026. This was an opportunity to showcase the work of our OMERS members as well as have a Q&A session with the Executives regarding OMERS, the Plan, and retirement considerations for our OMERS pension plan members.

Legislative Services:

- 1) **Freedom of Information (FOI) Requests:** We have received 8 FOI requests to date in 2026. These requests are complex in nature, requiring extensive research, cross-departmental coordination, consultation with legal counsel, and ongoing communication with requesters. During the third quarter, staff devoted approximately 200 hours to FOI-related activities.
- 2) **Records Management and Laserfiche:** During Q3 the Public Record Portal has been accessed 376 times. Due to the success of the Public Portal, staff are working towards launching historic Council Minutes from the 1870s to the 1950s on the portal before the end of 2026. Between July 1, 2026, and September 30, 2026, staff have created or modified 26,470 folders and records in Laserfiche. The Record Management Clerk has been continuing to offer training to staff on using the records management system and is working on creating user guides.

The Records Management Assistant continues to work on the digitization of Development Services roll files.

- 3) **By-law Enforcement:** By-law Enforcement responded to 61 calls for service during the third quarter, including 22 in July, 21 in August, and 18 in September. The majority of complaints related to Property Standards and Clean and Clear Yard matters.

By-law Enforcement issued 6 Property Standards Orders and 12 Clean and Clear Yard Notices/Orders during the quarter. Staff continue to work with property owners to achieve compliance through education and voluntary corrective action wherever possible.

Parking Enforcement was busy throughout the summer months, issuing 325 parking tickets across the municipality. Station Beach generated the highest volume of parking infractions due to increased seasonal visitation and parking demand.

Staff continue to educate the public on the role of By-law Enforcement and the [complaint resolution process](#).

- 4) **Council & Committee Support:** Legislative Services provided administrative support for six Regular Council Meetings, two Special Council Meetings, and seven Closed Session Meetings during the quarter. This work included agenda preparation, minute-taking, legislative follow-up, and the drafting and execution of 39 by-laws.

Staff also provided administrative support to the Nuclear Advisory Ad-Hoc-Committee, Accessibility Advisory Committee, Heritage Kincardine, Kincardine BIA and the Housing Ad-Hoc Committee.

Staff supported Heritage Kincardine's attendance at the Canada Day event and the Marine Heritage Festival. During the Marine Heritage Festival Heritage Kincardine members hosted heritage walking tours. Heritage Kincardine also continues to print and promote Heritage Walking Tour Brochures for Kincardine, Tiverton and Bruce Township.

- 5) Vital Statistics:** Staff continue to process marriage licence applications through the Province of Ontario's online portal. A total of 17 marriage licences were issued using the new system and many more are expected in the next quarter.

20 commissioning appointments have been completed with members of the public with each appointment taking approximately 15 minutes.

Staff are working with the Office of the Registrar General and our local funeral home to be onboarded to do Electronic Death Registration. This process will allow for streamlined and accurate processing of Burial Permits and the monthly provincial reporting requirements.

- 6) 2026 Municipal Election:** Preparations for the 2026 Municipal Election continued in the third quarter. Staff promoted voter awareness, encouraged residents to verify their information with the Municipality. Staff updated the Voter's List and promoted awareness for the online and internet telephone voting.

Our Summer student was a tremendous addition to the team and played a key role in election outreach and public engagement initiatives. This included participation at Monday Market, presenting to various local groups (Inverhuron Ratepayers Association Meeting, Probus, and the University Women's Club), visiting Trillium Court and organizing for staff attendance at various events. He also created social media posts that were used throughout this quarter and will be used during the Election Period.

The Deputy Clerk continues to coordinate monthly meetings with Bruce County Clerks to discuss election-related matters, supporting a consistent and collaborative approach throughout the region. This process has proven to be extremely valuable. The Bruce County Clerks are also coordinating a Joint Council Orientation on Wednesday November 4th in Brockton.

Nominations closed on August 21st, 2026. Staff respond to inquiries regarding the nominations received, answer Candidates election-related topics and ensure the Use of Corporate Resources and Election Sign Policy are adhered to.

Staff attended various All Candidate Meetings, Fall Fairs, and various events, to check to see if attendees are on the Voter's List. Staff also attended Trillium Court and Tiverton Park Manor, to add voters to the list.

Voter Information Letters have been mailed.

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